

HARTLAND CONSOLIDATED SCHOOLS
BUILDING/FIELD USE APPLICATION

Return to: Hartland Community Education
ROOM RESERVATIONS: 9525 Highland Rd.
Howell, MI 48843

For Information Call:
(810) 626-2145
FAX (810) 626-2151

(Please Circle)

Mon. Tues. Wed. Thurs. Fri. Sat. Sun.
DAY (S) REQUESTED

Building Requested

Room (s) Requested

Month/Day/Year to _____
Month/Day/Year State if Weekly, Monthly or _____ Week of the Month

Time of Use _____ AM/PM _____ AM/PM Time Event Will Start _____ AM/PM
Arrival Exit

Organization: _____

Type of Activity _____

Name of Adult Supervising Group; _____

No. Expected to Attend _____ Admission Charge _____ Purpose of Proceeds _____

Requested By: _____ Phone # _____

Address: _____ City: _____ Zip Code: _____

RULES TO FOLLOW:

1. The applicant is fully responsible for all facilities used.
2. To insure future use of these facilities, please be sure to leave room and equipment in proper condition and furniture arranged as found.
3. Do not disturb any messages on blackboards.
4. There may be a time during the school year when this request may have to be cancelled. It is our hope that you understand K-12 programs have priority over service clubs, scouting activities, etc. You will be notified in advance when possible, and accommodations in another facility will be provided if possible.
5. When a building is to be used on weekends, a security service may be required for outside areas and parking lots. Billing for fees will be mailed the first of the month following the activity.
6. A 50% non-refundable deposit (or more) must be made in advance for fees exceeding \$100.00.
7. When a key is required for Epley Park, the applicant must pick up the key at the Community Education Office before 5:30 p.m. (M-F) Key must be returned to the office the following day (Monday for weekend use) by 12 noon. A deposit of \$10.00 will be required for the key. If the key is not returned to the center by noon the deposit will be forfeited.
8. All rentals, utility and security fees are subject to change without notice.
9. NO ALCOHOLIC BEVERAGES may be served or consumed on school property.
10. NO SMOKING is permitted on school grounds.
11. No pets are permitted inside any of the buildings or on school grounds or sports fields.
12. Building Use Reservation Forms must be submitted (2) weeks prior to use or request may be denied.
13. The Hartland Consolidated Schools has the right to forfeit any deposits made if the applicant fails to follow the above rules.

Signature of Applicant: _____ Date: _____

Approved By:: _____ Date: _____

Class: _____ Room Rental Fee _____ Custodial/Café/Overtime (est.) _____

Special Notes: _____

Distribution: Applicant _____ Head Building Custodian _____ Food Service Director _____ Media Center _____ Building Principal
_____ Maintenance Supervisor _____ Senior Center Director _____ Athletic Director _____ Other _____